INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

Design Memorandum No. 08-16
Technical Advisory

August 6, 2008

TO: **All Design, Operations, District Personnel, and Consultants**

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SUBJECT: **INDOT Project Commitment Database Procedure**

SUPERSEDES: **Design Memorandum 05-18 Technical Advisory**

REVISES: *Indiana Design Manual* **Section 7-1.01(04)**

EFFECTIVE: **February 11, 2009, Letting**

I. COMMITMENT DEFINITION

A commitment is defined as an agreement by the Department with an outside party, that the Department will perform an action or refrain from certain actions. A commitment may come from a variety of sources, such as resource agencies, landowners, utilities, or the public in general. A commitment can be classified as firm, indicating that failure to comply with it has legal consequences, or it can be an item for further consideration, meaning that it is desirable but it is not required by law.

During the development phase of a project a number of commitments or agreements with property owners or public agencies can be made, some which cannot be fulfilled until the project is constructed. Environmental commitments are included in the language of the permits that are included in the construction contract. Commitments made to property owners or public agencies will be documented. This will allow the project engineer/supervisor to have copies of these agreements during construction.

II. INDOT PROJECT COMMITMENT DATABASE

A commitment-tracking procedure has been developed to ensure that everyone involved with a project is aware of its commitments, and to provide a means to document when the commitments are to be implemented.

This tracking mechanism is called the INDOT Project Commitment Database (IPCD). It, along with instructions for its use, can be accessed by INDOT personnel only through the INDOT Intranet.

Instructions for locating and using IPCD are available in an Intranet-site help file at http://indotweb/spmsmytasks/Help/CommitmentDBHelp.doc.

III.   ADDING, IMPORTING, UPDATING, OR DELETING DATABASE COMMITMENTS

A. INDOT User

The IPCD Program Administrator will grant access rights to each user, as described on the IPCD Intranet site. Each Office is then responsible for entering its own commitments into the IPCD.

B. Consultant User

Commitments that are provided by a consultant should be submitted during the Final Tracings submittal in an Excel table format which will allow the commitments to be imported into the Commitment Database. The table format will be provided by INDOT. The Excel table should provide all of the information shown in the IPCD with each field completed. The order of columns in the submitted table should be the same order shown in the IPCD. See Example of Excel Spreadsheet to Import.

The standard naming convention for the Excel files submitted into the database should be in the format as follows:

Project Commitments Des [Des No.] [Project Manager] [current date]

Example: Project Commitments Des 0012345 John Smith 12/17/08

IV. RESPONSIBILITIES

A. Designer

The designer is responsible for ensuring that the commitments are included in the plans, pay items, and specifications. The Active Commitments Report should be included in the Final Tracings submittal.

B. Project Manager

A copy of the Active Commitments Report should be provided to the designer by the project manager for the designer's signature. A copy of the Active Commitments Report should then be placed by the Office of Contracting into the project's Contract Information book.

The project manager should ensure that all active commitments, including those shown in the consultant's Excel spreadsheet, if applicable, have been added to the IPCD prior to letting.

The project manager should document changes in commitments or indicate commitments that cannot be satisfied. An unresolved commitment determined by the project engineer/supervisor to require monitoring after construction should be resolved by ensuring that a contract exists for the required monitoring.

C. Project Engineer/Supervisor

The project engineer/supervisor is responsible to notify the project manager of the commitments that have been completed at the time of the final construction inspection. If during construction there are reasons that a commitment cannot be implemented, the project manager should be contacted to provide a resolution. The resolution will require a signoff by the commitment's originator.

After the final inspection, the project engineer/supervisor will sign a copy of the All Commitments Report and forward a copy to the project manager.

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